



Grades
Updated



Messenger
Pass



Classroom Procedures – Mrs. Gross – G501

1. Beginning class

- Enter the room promptly and plan to remain for the entire period.
- Check the make-up bin in the student center for missed work, read assignments, and ask for clarification or make an appointment for detailed help.
- Be seated in teacher-placed seating chart when the bell rings. The tardy policy is enforced.
- Be quiet during announcements and listen for important information.
- Recognize the beginning of class when the teacher walks to the front of the room (immediately following the bell).
- Be prepared. Come to class with all materials: binder/folder, paper, pen/pencil, books...
- Be alert. Keep your head up, work on only English assignments, and participate with the class.

2. Classroom management

- Students may leave their seats to sharpen pencils, get paper, pens/pencils, or tissue from the student center during transitions. **Return all writing utensils.**

Passes

- Each student will receive 3 privilege passes per quarter. The pass must be submitted upon request to leave the classroom.
- Unused passes may be submitted for extra credit at the end of each quarter.

Cooperative learning

- Move into groups quietly and promptly. Make a large table with all desks facing inward.
- Only the materials manager will get the materials needed for the project. Follow the roles assigned by the teacher or your group.
- Use 6 inch voices.
- Listen for the teacher, “If you can hear me clap once” and clap once which will signal a pause in your work.

3. Paperwork

- Keep all assignments and returned work in your English folder or binder.

Daily Work

- Daily work will most often be collected by the teacher. Check to see that your name is on the work and then pass it forward.
- Endorse all work with the following heading: first & last name, hour, date or no credit will be assigned!
No name = no grade!
- All daily work must be done in blue or black ink or in pencil to receive credit.
 - **Late daily work will be accepted at 50% off until the end of the unit.**
 - **Late themes/projects will be lowered one letter grade for each day they are late.**

Absences

- Retrieve absent work from the make-up bin for your class at the back of the room.
- Read about the missed work and ask for clarification or make an appointment for more detailed help. (Note the excused/unexcused marking and make appropriate “next steps” like notifying your parents that the absence was unexcused or checking with the attendance office.
- Assignments during unexcused absences will not be counted unless they are 25% or more of your grade.
- Make-up work must be turned in to the make-up work file **by the deadline** listed on the make-up work form. **Be sure to turn in the make-up work form.**

Testing

- All materials will be put in folders/binders/books and stored out of sight.
- Use pencil for all scantron tests.
- Record your name, hour, date, and test number on the scantron form. DO NOT write on the test!
- Circle the number of each question you erased **or forfeit the point.**
- Upon completion of the test, turn in the scantron and the test to the trays in the student center.
- Work on other assignments until given further instruction.

Returned tests

- Analyze your mistakes and learn from them
- Return the scantron to the teacher.
- First person in each row will be sure all responses are face down in the same direction and arrange the tests in numerical order.

Grading (See class overview for weighting)

- Daily work/quizzes and most tests will most often be returned within 1-2 days. Some projects/essays will take 1-2 weeks. Expect to occasionally trade & grade.
- Grades will be posted in random order (by student id) on the bulletin board in the back of the room.
- Grades will be updated periodically. Look for the “**Grades Updated**” sign to be posted.
- You may check grades **before the bell rings, during individual work time, or after class.**
- Always notify the teacher of concerns with grades.

4. Dismissal from class

- Wait for the teacher to tell you to pack up.
- Remain in **YOUR** seat until the bell rings to dismiss you.
- Remain after class to discuss any concerns or to schedule an appointment with the teacher.

5. Syllabus or Course Outline

- Students will be regularly informed of the objectives of the course through each lesson.
- Students will be given adequate notice for assignments, projects, and tests.
- Students will be provided with written instructions and rubrics to ensure knowledge of requirements and expectations.
- Students should record all important dates in their PCHS student planner.

6. Other Procedures

Field trips

- Students should request the teacher’s signature on field trip/athletic/recommendation forms during attendance, work time, or before/after class only.
- The teacher will sign all forms during the period and return them to the students.
- Students must get the assignments in advance and turn them in **by teacher designated deadline.**

Commuting to a new location (library, computer lab, theater, gym, etc)

- Quietly group outside the classroom while the teacher locks the door.
- Silently travel as a group to the designated location. Arrive quietly & remain together.

Fire drills

- Leave all belongings in the classroom and file out the student entrance and right out the exit adjacent to it.
- Cross far over into the grassy area and wait with the class while the teacher takes attendance.

Tornado drills

- Remain calm and quiet while seeking cover under their desks. -Remain until further instruction is given.

Study Hall Procedures

- Study hall begins at the conclusion of 4th hour. There is not a formalized break between the two.



During study hall **you may...**

- Complete homework
- Write in a journal
- Update your calendar/planner
- Read a book or school appropriate magazines/newspapers /books provided in the student center.
- Use the materials in the student center to draw or work on a project.
- Go to another teacher for help (if issued a pass from that teacher in advance)
- Go to the library/computer lab to work on assignments/projects (if issued a pass in advance)



During study hall **you may not...**

- Socialize with anyone!
- Change seats
- Eat or drink
- Leave the room for locker, bathroom, drink, dean, counselor, etc. (unless choosing to use a pass ticket)
***You must have a pass from your counselor/dean/teacher if you want to see him/her.**
- Use electronic devices like iPods, cell phones, music players, game systems, etc.